



Upper Susquehanna Synod Evangelical Lutheran Church in America

God's work. Our hands.

Pastoral Transitions *A Guide for Congregation Councils* (Revised May 18, 2017)

Pastoral transitions occur whenever a pastor ends her/his call, whether through resignation, retirement or other circumstance. For both the pastor and the congregation, these transitions bring opportunities and challenges. These guidelines are meant to assist congregations navigating the transition time until they have called a new pastor.

Chapter 9 of the Model Constitution for Congregations of the ELCA and chapter 14 of the Constitution for Synods of the ELCA govern calls to pastors and should be consulted along with this guide.

I. RESIGNATION OR RETIREMENT OF THE PASTOR

- A. THE PASTOR**, upon resignation/retirement decision, sends a copy of the letter of resignation to the congregation council and to the bishop.
- B. THE CONGREGATION COUNCIL (JOINT COUNCIL)**, at a regular or special meeting, receives the pastor's letter of resignation. The letter of resignation is sent promptly to the entire congregation, preferably so that the congregation receives it the day after the council is informed of the resignation. The congregation is notified of the ending date of service of the pastor and perhaps a word of thanks for the gifts of ministry that have been shared. Most pastors and congregations need approximately four weeks (30 days) to complete ministry tasks and say good-bye. The Model Constitution for Congregations (C9.05.a.) states that resignations generally take effect no more than thirty days from submission. Upon mutual agreement, and with the consent of the bishop, this could last up to six weeks or more, depending upon circumstances.
- C. THE COUNCIL PRESIDENT** contacts the bishop's office to arrange for a meeting of the council with the bishop or assistant. If the bishop is not already aware of the impending resignation, the council president will communicate the pastor's resignation and its effective date. When possible, the bishop or assistant will attend the council meeting when the pastor announces her/his resignation in order to discuss the council's next steps.

The president of the council, in consultation with the bishop or a member of the bishop's staff, arranges for appropriate coverage between the time of the

pastor's resignation and the arrival of an interim pastor. If supply pastors are needed, the schedule will be arranged in consultation between the bishop's office and the synod's supply scheduler.

- D. THE CONGREGATION COUNCIL SECRETARY** reviews the congregation's membership records with the pastor and dean and determines that they are up to date. *The synodical constitution specifies that the parochial records must be in good order before a pastor can be installed at another call.* The form in Appendix 1 is completed and sent to the synod office.
- E. FINANCIAL ACCOUNTS** between the pastor and congregation are settled. This includes any salary or benefits due. The pastor likewise settles any debts owed to the congregation.
- F. AN EXIT INTERVIEW** with the pastor may be planned by the congregation council: This may include the conference dean, a synod council member or synod staff. (Sometimes it is necessary to have separate exit interviews for pastor and council.) Suggestions for exit interview questions are provided (Appendices 2 & 3). The purpose of the interview is to evaluate the ministry, to identify areas of potential growth for the pastor and congregation, and to celebrate the ministry. If an exit interview is conducted, please consider sharing a copy with the bishop.
- G. THE CONGREGATION'S CONSTITUTION** needs to be up-to-date prior to calling a new pastor. If assistance is needed, contact the Synod's Constitution Committee. It is advisable to submit any amendments first to the Synod's Constitution Committee before bringing them to the congregation. Amendments to the constitution must be submitted to the Constitution Committee for final approval (C17.03)
- H. A CELEBRATION** is planned to mark the end of the pastor's ministry and to provide the opportunity for saying "thank-you" and "good-bye." A Service of Farewell and Godspeed is appropriate to use as a part of the liturgy on the pastor's last Sunday with the congregation (Appendices 4, 5).

II PLAN FOR PASTORAL MINISTRY DURING THE TRANSITION.

A. PROVIDING AN INTERIM PASTOR

So that the well-being of a congregation during a pastoral transition may be maintained, the synod bishop and bishop's staff cooperate with the Congregation Council to provide continuing pastoral ministry. To facilitate this, the bishop, in consultation with the Congregation Council, appoints an interim pastor during the congregation's pastoral vacancy. Normally, the appointment of the interim pastor is made prior to the resigning pastor's departure or shortly thereafter. It may be necessary for worship leadership to continue with the assistance of supply pastors and/or authorized lay worship leaders.

*This "Guide for Congregation Councils" is available on the synod website:
<http://www.uss-elca.org/for-congregations/call-process>*

1. **AN INTERIM PASTOR** may be appointed to serve pastoral needs while the congregation is in the call process seeking a regularly called pastor. Normally, this type of interim ministry involves the part-time services of the pastor, usually 10 hours per week as a minimum, excluding preaching and presiding. If the interim pastor is serving another congregation or entity, the approval of the council or board of that body must be obtained. Because of the limited availability of pastors for interim service, it may be necessary to obtain other pastors to assist the appointed interim to fulfill the responsibilities needed by a congregation.
2. **AN INTENTIONAL INTERIM PASTOR** may be appointed by the bishop in consultation with the council to serve the congregation in a specific ministry of transition to help the congregation move toward the process of seeking a regularly called pastor. This type of interim ministry may involve the full-time or part-time services of the pastor to lead the congregation through self-examination, attending to conflict, and/or orienting toward the future. Intentional interim pastors generally bring specific training to this ministry.

An interim pastor appointed to serve in a multiple-staff congregation would normally be a pastor from outside the congregation. If the associate/assistant pastor is appointed to be the interim, then that person shall not be eligible for a call as senior pastor.

B. RESPONSIBILITIES OF THE INTERIM PASTOR AND CONGREGATION.

The duties of an interim pastor are similar to those of a regularly called pastor. Such duties normally include emergency calls to members at home or in the hospital, pastoral guidance for the council and the congregation, catechetical instruction, pastoral acts, etc. Specific duties will be spelled out in a letter of agreement signed by an officer of the congregation, the interim pastor and the bishop.

Since the availability of the interim pastor for many duties may be limited, it is the duty of the congregation council to inform parishioners of the interim pastor's responsibilities to avoid unrealistic expectations. The council may need to designate persons or committees to oversee certain aspects of the congregation's interim life—such as the newsletter, care of the church property, and other administrative tasks. Consultation with the church secretary and other staff will aid in such designations. In multiple-staff situations, it should not be assumed that remaining staff members take over the duties of the departing staff.

The Parish/Congregation Council should appoint a contact persons to provide information to the interim pastor about shut-ins, deaths, meetings, etc. These persons should be active members who regularly attend worship, have telephones and preferably email.

The Parish/Congregation Council should appoint a contact person(s) to serve as the liaison with supply pastors and/or authorized lay worship leaders should they be needed during the interim period.

The Council shall complete an information sheet for the interim pastor (Appendix 6) which includes the name(s) of the contact person(s).

C. COMPENSATION OF THE INTERIM PASTOR.

An interim pastor shall be compensated for the time spent serving the needs of the congregation. If the interim is serving 10-12 hours per week, the compensation shall be $\frac{1}{4}$ of the previous pastor's salary, but not less than $\frac{1}{4}$ of the synod minimum salary. The terms of such compensation shall be detailed in the agreement between the interim pastor and the Congregation Council and approved by the bishop (Appendix 7). A trained *intentional* interim pastor's salary and benefits are based on the appropriate synodical guidelines for a pastor of his/her experience.

D. AUTHORITY OF THE INTERIM PASTOR.

The interim pastor may be a pastor of a neighboring congregation, a pastor under call to special service such as an intentional interim pastor, a pastor on leave from call, or a retired pastor. During service to the congregation, the interim pastor shall have the rights and duties of a regularly called pastor. However, the synodical constitution discourages any involvement of the interim in the call process (S14.17.). It should be understood by all parties that, unless stipulated by the bishop at the start of the interim, the interim pastor shall not be a candidate for pastor of the congregation.

E. MEETING OF THE CONGREGATION COUNCIL (JOINT COUNCIL) WITH THE CONFERENCE DEAN AND THE INTERIM PASTOR.

The conference dean and interim pastor appointed by the bishop meet with the congregation council before the pastor's ending date, if possible. The resigning pastor should not attend this meeting. Items discussed at this meeting include:

- 1. REVIEW OF PREVIOUS PASTOR'S CLOSURE WITH THE CONGREGATION.**
 - a. Have records been reviewed, accounts settled, exit interview conducted? Are there any "loose ends" that need to be tied?
- 2. PLAN FOR INTERIM MINISTRY.**

- a. The duties and responsibilities of the interim pastor are discussed utilizing Appendices 6-7 leading to the completion of a letter of agreement between the interim and congregation council a copy of which is shared with the office of the bishop for approval.

F. CLOSURE OF THE INTERIM RELATIONSHIP.

Upon completion of service, the interim pastor, congregation secretary and conference dean shall certify to the bishop that the parochial records for the period for which he/she was responsible are in order. (Use form similar to Appendix 1.)

G. OTHER PASTORS' RELATIONSHIPS WITH THE CONGREGATION.

The interim pastor should normally perform all ministerial acts within the congregation. Members of the congregation shall not call on the former pastor or any other pastor for ministerial acts without the express invitation of the interim pastor. Pastoral ethics require that the departing pastor not to return to the congregation to conduct services, including weddings and funerals, after termination of ministry there, unless there are unusual circumstances and he/she is invited by the interim or newly-called pastor. The former pastor should not return for pastoral acts for at least a full year after the arrival of the new pastor in order that the transition might be completed. This matter would be appropriate to discuss in the exit interview. This procedure encourages a congregation to begin growing toward the future rather than clinging to the past.

H. SUPPLY PASTORS/ AUTHORIZED LAY WORSHIP LEADERS.

The bishop's office has a scheduler who arranges supply pastors and authorized lay worship leaders. Authorized lay worship leaders must obtain special authorization from the bishop to preside at Holy Communion. Ordained pastors will be sought to preside at Holy Communion before an authorized lay worship leader will be sought. All supply pastors/authorized lay worship leaders should be compensated for their services according to the current synodical guidelines.

III. THE CALL PROCESS: MEETING BETWEEN THE DEAN, SYNOD STAFF, AND CONGREGATION COUNCIL (JOINT COUNCIL) TO EXPLAIN THE CALL PROCESS, DEVELOPMENT OF A MINISTRY SITE PROFILE, APPOINTMENT OF A CALL COMMITTEE, AND INTERVIEW PROCESS.

A. MEETING TO REVIEW THE CALL PROCESS.

Copies of "Frequently Asked Questions" and "the Call Process at a Glance" are distributed and discussed. The council president(s) is given a copy of the manual that will be shared with the call committee when appointed.

B. DEVELOPMENT OF MINISTRY SITE PROFILE

- a. The congregation council prepares for a period of self-study. This time may be led by an intentional interim pastor, a member of synod staff, or the congregation council. Tools such as Healthy Congregations, Transformational Ministry, or others recommended by the bishop or staff, may be used during this period. The self-study can take as little as three months to eighteen months or more, depending on the circumstances.

The Ministry Site Profile

- b. The Ministry Site Profile (MSP) provides congregations (single and multiple point parishes) and church-related organizations (schools, social ministry organizations, healthcare institutions, and agencies) a single, common form to use to describe their mission and their search for a rostered leader.
- c. The MSP is filled out by leaders within the congregation or organization, under the guidance of the conference dean. Once completed and submitted, the MSP will be stored within the ELCA's mobility database. "Ministry Opportunities" makes it possible for rostered leaders and others to search the database of MSPs to learn of ministry openings, to read a basic snapshot of information about each opening, and to learn about the appropriate contact person for each call process.
- d. A sample MSP can be downloaded and copies shared with the council and/or others with the responsibility of completing the profile. See "Sample Forms" at <http://www.elca.org/call-process>. [The GUIDE TO THE MSP can also be found at this site.](#)
- e. The preparation of the MSP should involve as many people as possible in thinking and writing about the questions of Identity/Purpose, Gifts/Resources, and Context/Needs. Begin every conversation with Bible study and prayer.
- f. The most important questions are the narrative questions. Give them a lot of thought, especially the questions on purpose, giftedness and mission.
- g. The congregation council should approve the MSP before filing. Once the MSP is approved, the bishop's office should be notified. The bishop or a representative (assistant or dean) may seek clarification of responses on the MSP or recommend amendments.

- h. The congregation council will identify an outside person who know the congregation to complete a Reference Recommendation. This person should be willing to give thoughtful and honest responses to the questions asked on the form.

Steps for Posting the Ministry Site Profile

- a. A person(s) with computer experience will need to volunteer or be appointed to enter a final version of the MSP online. They simply will be transferring the completed MSP to the ELCA database.
- b. They will go to the ELCA Call Process website (www.elca.org/call) and then click on “Get Started Here”.
- c. They will be required to create an account and to give other identifying information in order to access the Ministry Site Profile. They will click where indicated to access the Ministry Site Profile and supporting forms.
- d. The MSP is a web-based form. They should save their work as they proceed so that it is not lost, and they can stop in the middle of their work and resume.
- e. When the MSP is completed, they click on the “Download PDF” link and save a PDF version to their computer. They can also print a copy for their records.
- f. They will receive an email confirming that the MSP has been received.
- g. Once the MSP has been completed they should click on “Request a Reference Recommendation” and enter the name and contact information for the person identified by the council, who will receive an email with a link to complete the form.
- h. The MSP does not become active in the system until the Reference Recommendation has been completed and the Synodical Bishop approves the MSP and allows it to be posted.
- i. They can go to “Access Account” on the website in order to monitor the status of their MSP and access the supporting forms (the Reflections and Reference forms).
- j. If they wish to update their information, they go to “Access Account” to edit the existing MSP and re-submit it.

C. PLAN FOR THE SELECTION OF A CALL COMMITTEE.

Once the MSP has been approved a call committee is appointed in consultation with the conference dean. Nominations are made in a manner consistent with the congregation’s constitution. The number of persons appointed depends

upon the constitution. Normally this is 6 persons, no more than two of whom are members of the congregation council.

1. Definition

The call committee, seeking God's will for the congregation through prayer, interviews, consulting of references, and conversation with one another, unanimously and wholeheartedly recommends a candidate to the congregation council for their consideration.

2. Accountability

The call committee is responsible to the council and to the council alone.

3. Composition

Normally, the call committee consists of six persons, no more than two of whom are members of the council, as specified by the congregation's constitution. Non-council members should be responsible voting members of the congregation. The call committee's membership should reflect the composition of the congregation, seek gender balance and include persons of various ages and length of congregational membership. To the extent possible, they should not be members of the same family.

4. Officers of the Call Committee

Officers consist of the Call Committee Chairperson, Secretary and Chaplain. These officers should not be appointed by the council, but will be chosen by the call committee itself when they meet for their initial training.

D. INTERVIEW PROCESS

- a. The Call Committee and Congregation Council will hold a meeting facilitated by the conference dean to review the MSP. This will give the Council an opportunity to share its expectations of the Call Committee and respond to any questions about the MSP that the committee may have. At this meeting, the dean will go over the Manual for Call Committees.
 - i. It is important for the Council and Call Committee to understand the need for strict confidentiality in the call process. Call Committees may share information about their process but should not share identifying information about candidates until they have chosen a candidate to present to the Council.

- b. When the Call Committee has identified a candidate they would like to bring to the Council they will share the candidate's Rostered Leader Profile. This information is for Council and Call Committee members only and should remain confidential.
 - i. The Council will arrange to meet with the candidate and Call Committee. It is recommended that the Call Committee meet with the Council at least 30 minutes before the candidate is to join them.
 - ii. The Council (or Call Committee) should have a draft "Definition of Compensation, Benefits, and Responsibilities for a Pastor" prepared ahead of the meeting. This will form the basis of negotiations with the candidate should s/he be approved by the Council.
 - iii. Following the meeting, the Council will meet to discuss the candidate and vote whether to propose him/her to the congregation. A 2/3 vote is required to move the candidate forward.
 - iv. A final Letter of Call is prepared once the candidate has been approved by Council. This information must be agreed to by the candidate and the bishop prior to the congregation meeting at which the vote will take place. *If the compensation package exceeds the adopted budget of the congregation it should be included in the resolution to call the pastor.*
- c. The Call Committee should be formally acknowledged for its work, especially at the congregation meeting at which the vote is taken. Prayers for the Committee should be included in the weekly worship of the congregation.
- d. The Call Committee may be asked to serve as a transition team for up to six months of the pastor's term until a Mutual Ministry Committee is formed.

APPENDIX 1

LETTER CERTIFYING THAT CHURCH RECORDS ARE IN ORDER

Upon the resignation of a pastor, the following policy of the Evangelical Lutheran Church in America applies: “The parochial records of each congregation shall be kept in a separate book which shall remain its property. The secretary of the congregation shall attest to the bishop of the synod that such records have been placed in the secretary’s hands in good order by a departing pastor before:

1. the pastor is installed in another field of labor, or
2. a certificate of dismissal or transfer is issued.”

Date:

This is to certify that I have examined the parochial records of _____ Church, (location) and find them in good order.

In addition, the congregation has no debt to Pastor _____ and Pastor _____ has no outstanding debt to the congregation.

Council Secretary
Address

Pastor

Conference Dean

Mailing address for call process:
Upper Susquehanna Synod, ELCA,
P.O. Box 36,
Lewisburg, PA 17837

**APPENDIX 2:
EXIT INTERVIEW FOR PASTOR**

Date:

Congregation's Name:

Address:

City/State:

Zip:

Pastor's Name:

1. How would you describe the congregation when you arrived?
2. How would you describe the congregation as you leave?
3. What do you believe has gone particularly well during your leadership?
4. What did not go as well as you had hoped?
5. What are the major strengths of this congregation?
6. What are the major challenges of this congregation?
7. What ministry goals would you suggest for the congregation to strive toward during the next 5 years?
8. What other comments would you like to share?
9. What information from this exit interview should be shared, and with whom?

**APPENDIX 3:
EXIT INTERVIEW FOR CONGREGATION**

Date:

Congregation's Name:

Address:

City/State:

Zip:

Pastor's Name:

1. What has gone particularly well during the pastor's leadership?
2. What did not go as well as you had hoped?
3. What are the major strengths of this congregation?
4. What are the major challenges of this congregation?
5. Were there any surprises when the pastor first arrived?
6. What goals does the congregation need to work toward in the next 5 years?
7. Any thoughts you would like to share with the pastor about his/her leadership style?
8. Where can you find important congregation documents (e.g., Constitution, Certificate of Incorporation, Deed(s), Membership records, Minutes, etc.)?

APPENDIX 4:

SERVICE OF FAREWELL AND GODSPEED

(Reprinted from *Occasional Services*, copyright 1982, by permission.)

1. Farewell and Godspeed is a public affirmation of the corporate nature of the baptismal faith, for use when members leave a congregation.
2. When set within the liturgy for Holy Communion, this order is used following either the Prayers (22) or the post-communion prayer (40).

(Sit)

3. A representative of the congregation comes forward with those who are leaving the congregation and addresses the assembly:

(NAMES) are leaving our congregation, and we wish to bid *them* farewell.

4. The pastor or a representative of the congregation may make brief comments about those who are leaving, recalling the important events which have been shared with the congregation.

5. The minister says:

Pastor: In Holy Baptism our Lord Jesus Christ received you and made you *members* of his Church. When you *came to/were baptized* in this congregation we rejoiced to receive you into our fellowship in the Gospel. In this community of faith you have heard the proclamation of God's Word, which reveals his loving purpose for you and for all creation. You have been nourished at Christ's holy table and called to be *witnesses* to the Gospel. God has blessed you in this fellowship, and he has blessed us through you.

All: We encourage you to continue to receive and share God's gifts in (name of new congregation) as *workers* with us in the kingdom of God.

6. The prayer is said.

All: Let us pray.

Eternal God, we thank you for (names) and for our life together in this congregation and community. As *they have* been a blessing to us, so now send *them* forth to be a blessing to others; through Jesus Christ our Lord.

All: Amen

(Stand)

7. The service continues with the Peace (23) or the Benediction (42).

APPENDIX 5:
FAREWELL AND GODSPEED
(Reprinted from *Occasional Services for the Assembly*,
a resource of *Evangelical Lutheran Worship*)

INTRODUCTION

Farewell and Godspeed is an affirmation of the corporate nature of the baptismal faith, for use when people leave a congregation. It may be adapted for use when people leave a field of service in another organization or institution.

When set within Holy Communion or the Service of the Word, this order is used following the prayers of intercession or before the blessing.

A representative of the congregation comes forward with those who are leaving the congregation and addresses the assembly.

Name/s, as you leave our congregation, we wish to bid you farewell.

One of the following or another appropriate scripture passage may be read.

A reading from Exodus: The LORD said, "I am going to send an angel in front of you, to guard you on the way and to bring you to the place that I have prepared." (Exodus 23:20)

or

A reading from Isaiah: Thus says the LORD, who created you, O Jacob, who formed you, O Israel: Do not fear, for I have redeemed you; I have called you by name, you are mine. When you pass through the waters, I will be with you; and through the rivers, they shall not overwhelm you; when you walk through fire you shall not be burned, and the flame shall not consume you. For I am the LORD your God, the Holy One of Israel, your Savior. (Isaiah 43:1-3)

or

A reading from John:

Jesus said, "I am the light of the world. Whoever follows me will never walk in darkness but will have the light of life." (John 8:12)

Brief comments about those who are leaving and their life in the congregation may follow. The presiding minister continues with these words, or with similar words appropriate to the person/s and the circumstances.

[In holy baptism our Lord Jesus Christ received you and made you *members* of his church.] When you came to this *congregation* we rejoiced to welcome you into the mission we share as the people of God. In this community you have come to know and to share in God's loving purpose for you and for all creation. God has blessed you in this community, and God has blessed us through you.

The presiding minister may continue, as appropriate.

We encourage you to continue to receive and share God's gifts in *name of new congregation or location*, united with us in the body of Christ and the mission we share.

One of the following or another appropriate prayer is said.

Let us pray.

Eternal God, we thank you for *name/s*
and for the time we have shared with *them*.

As *they have* been a blessing to us,
so now send *them* forth to be a blessing to others;
through Jesus Christ, our Savior and Lord.

Amen.

or

Let us pray.

Gracious God,
we thank you for the work and witness of your *servant/s name/s*,
who *have* enriched this *congregation*
and shared *their* gifts with *their colleagues/friends/family*.

Now bless and preserve *them* at this time of transition.

Day by day, guide *them* and give *them* what is needed,
friends to cheer *their* way,

and a clear vision of that to which you are now calling *them*.

By your Holy Spirit be present in *their* pilgrimage,

that *they* may travel with the one who is the way, the truth, and the life,
Jesus Christ our Lord.

Amen.

The service continues with the greeting of peace or with the blessing.

NOTES ON THE SERVICE

The first sentence in the address to those departing may be omitted if one or more persons among those departing are not baptized.

Departure from a community may occur in difficult circumstances, such as in connection with broken relationships. Pastoral assessment of the situation may suggest the use of other prayers or rites, such as individual or corporate confession and forgiveness, instead of or in addition to Farewell and Godspeed.

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8. When appropriate, the following or a similar statement may be made by a representative of the congregation:

Pastor (name) , on (date of call) , we called you to be our pastor; to proclaim god's Word, to baptize new members into the Church of Jesus Christ, to announce God's forgiveness to us, and to preside at our celebrations of the Lord's Supper. With the gospel you have comforted us in times of sickness and trouble, and at the death of our loved ones. Sharing our joys and sorrows, you (and your family) have been important to our life together in the Church of Jesus Christ and in our service to this community.

APPENDIX 6: COUNCIL WORKSHEET FOR INTERIM PASTOR

The Congregation Council may use this worksheet to determine items that should be included in the agreement with the interim pastor (Appendix 6).

An agreement with an intentional interim pastor may include additional items such as the leadership by the interim pastor in developmental tasks of the congregation.

Please bear in mind that the interim ministry is not necessarily full-time and some expectations for ministry will have to be met from within the lay membership of the congregation.

1. What do you understand to be the needs of your congregation at this time?
2. How do you see the interim pastor or other leaders helping meet these needs?
3. We would like the interim pastor to preach:
How many Sunday services a month?
How many special services?
How many weekday services?
4. We would like the interim pastor to teach:
Catechetics/Confirmation *Time/Place*
Bible Study *Time/Place*
First Communion *Time/Place*
Sunday Church School *Time/Place*
Other _____ *Time/Place*
5. How would you like the interim to be involved with council meetings?
When and where does the council meet?
6. What other meetings do you expect the interim to attend?
Committee(s) When and where?
Staff When and where?
Other
7. Do you anticipate any upcoming baptisms? Weddings? Funerals?
8. Do you expect the interim pastor to do counseling?
Baptismal _____ Crisis _____ Pre-Marital _____ Other _____
9. Do you expect the interim pastor to administer home communions?
How often?
When?
In whose homes?

APPENDIX 6: Continued from previous page

10. What visitation responsibilities do you anticipate the interim doing?
Home visits _____
Hospital visits _____
Nursing Home Visits _____
Other (Describe)
11. For what other duties would you expect the interim to be responsible?
12. Who are some people in the congregation who can visit with the interim in situations #9 and #10 above?
13. Do you expect an interim pastor to attend to these responsibilities in:
a full-time position?
 $\frac{3}{4}$ time?
 $\frac{1}{2}$ time?
 $\frac{1}{4}$ time?

(Interim pastors who are needed less than one day a week are sometimes paid on an hourly basis - \$20/hour. Interim pastors will be compensated for travel, including to attend meetings and worship services at the church.)

14. Who and how should the interim pastor contact leaders in the congregation?
Council President
Council Vice President
Congregational Treasurer
Regarding visitations
If the pastor becomes ill?
15. What should be the starting date be for the interim pastor?

APPENDIX 7:
**SAMPLE AGREEMENT FOR INTERIM PASTOR,
CONGREGATION COUNCIL, AND BISHOP**

(The letter of agreement should be on congregation/parish letterhead and is complete only with signatures of the council president, the interim pastor, and the bishop of the synod.)

Date:
Congregation:
Address:
City / State Zip

The Reverend (*name*) agrees to serve as interim pastor of (*name*) Lutheran Church, (*location*), beginning (*date*). He/she will continue in this position until a new pastor has been called, or until the bishop, in conversation with the Congregation Council of (*name*) Lutheran Church and Pastor (*name*) determines that his/her services are no longer required, unless a specific term of duty is specified herein. Thirty days' notice will be provided by the pastor or the congregation, in consultation with the bishop, before ending this agreement.

The Interim Pastor will perform all official pastoral acts and ministry as agreed upon. For this he/she will be compensated \$(*amount*), and will be reimbursed for transportation costs at \$(*current IRS standard*) per mile.

Should the Interim Pastor be unable to perform a pastoral act, he/she will, in consultation with the council president, secure another pastor to fill in.

The Interim Pastor shall not be a candidate for the pastorate of this congregation. Also, the Interim Pastor shall refrain from exerting any influence on the call process of this congregation.

The Council President (or other member designated by council) will keep the Interim Pastor informed of the pastoral needs of the congregation.

INTERIM PASTOR'S RESPONSIBILITIES

In addition to pastoral acts, the Interim Pastor will be expected to: (*list will vary according to needs of the congregation(s)*)

1. Be diligent in prayer and reflection.
2. Lead regularly-scheduled worship services and/or special services. (If the interim is not available for Sunday morning worship, supply pastors may be arranged through a pastor supply list.) Honoraria for such worship leadership shall follow current synodical guidelines.
3. Meet regularly with the Congregation Council.
4. Visit the ill in the hospital and at home.
5. Administer at-home communion to shut-ins on a _____ basis:
(*list current shut-ins and their addresses*)
6. Teach (*be specific*).
7. Attend the following committee meetings: (*list*)

At the conclusion of the interim ministry, the Interim Pastor will certify to the bishop that the parochial records are in good order (Appendix 1).